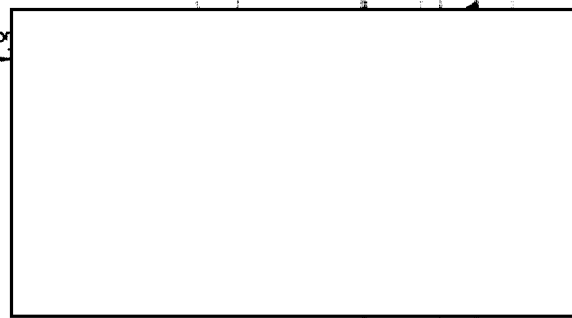



*Committee (Kilian)*

25X1

BRIEFING OUTLINE

OFFICE OF THE COMPTROLLER



- I. Mission and Organization
- II. Budget Function
  - a. Formulation
  - b. Review and approval by Bureau of the Budget
  - c. Review and appropriation of funds by the Congress
  - d. Execution
- III. Transfer of Funds to and from the Agency
- IV. Vouchered Funds Operations
  - a. Accounting, payrolling, auditing, and payment
  - b. General Accounting Office participation
  - c. Treasury Department participation
- V. Unvouchered Funds Operations
  - a. Accounting, payrolling, auditing, and payment
  - b. 
  - c. Agent Cashier and banking transactions
  - d. Industrial Contract Audit procedure
- VI. IBM Machine Operations
  - a. Payrolling
  - b. Accounting
  - c. Property inventory accounting
  - d. Personnel statistics

25X1

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TO	NAME AND ADDRESS	INITIALS	DATE
1	Deputy Director (Support)	<i>W</i>	
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

**Remarks:**

The attached briefing outline was furnished to Mr. Kirkpatrick at his request. It is my understanding that in the very near future I will be called upon to at least brief Mr. Kennedy of the Killian Committee, at which time this outline will be followed.

ERS

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FORM NO. 237  
APR 55Replaces Form 30-4  
which may be used.

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